



KING COUNTY
PROJECT/PROGRAM MANAGER IV
(HEALTH POLICY DEVELOPMENT/COALITION COORDINATOR)
PUBLIC HEALTH – SEATTLE & KING COUNTY
COMMUNITY BASED PUBLIC HEALTH PRACTICE & PREPAREDNESS
CHRONIC DISEASE COALITION
Annual Salary Range: \$68,070 – \$86,282
Job Announcement: 05MH4972
OPEN: 2/23/05 CLOSE: 3/16/05

WHO MAY APPLY: This Term Limited Temporary (TLT) position is open to qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Lorrie Alfonsi (206) 205-0932 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: *Wells Fargo Center, 999 Third Avenue, Suite 500, Seattle, WA 98104*

WORK SCHEDULE: This TLT position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

DURATION: This Term-Limited Temporary position is benefit eligible and has an expiration date of December 31, 2007

POSITION SUMMARY: This is a Term-Limited Temporary grant-supported policy development/coalition coordinator position, which reports to the Project Director. Primarily responsible for development and implementation of policy work of the Steps to Health Consortium and partner coalitions, as well as day to day consortium activities and leadership of the consortium. This position will be responsible for the day to day activities and leadership of the Steps to Health Consortium, a local chronic disease coalition. Incumbent will

- work with members to define the coalition's objectives and be responsible for monitoring progress in meeting them.
- staff the Leadership Team, facilitate communication among members, and represent the consortium to other organizations, the media and the public.
- have primary responsibility for implementing the policy work of the coalition.
- be responsible for providing support to ONE other community chronic disease coalition, such as the King County Asthma Forum.

PRIMARY JOB FUNCTIONS INCLUDE:

- Provide staffing and leadership to the STEPS Consortium and King County Asthma Forum, local Chronic Disease Coalitions whose members include private/public agencies, schools, clinics, hospitals, childcare and community members, in defining the coalition's objective and be responsible for monitoring progress in meeting them.
- Staff the KCAF steering committee, STEPS Leadership team, and two STEPS committees, including facilitating communication among members, supporting committee chairs, organizing committee meetings, leading strategic planning, participating in fund development (including grantwriting) and representing the coalitions to other organizations, the media and the public.
- Increase awareness of Step activities among other community agencies and institutions with overlapping interests and promote coordination Coordinate with institutions on institutional policies and with existing policy-oriented groups and coalitions
- Supervise 0.5 FTE administrative support staff
- Work with Leadership Team to identify and prioritize policy issues related to Steps conditions
- Draft background papers describing policy issues and response options
- Work on Legislative issues related to chronic disease prevention and control
- Educate and work with Senior Leaders (agency, institutional, elected officials).

QUALIFICATIONS:

- Skill coordinating multiple stakeholders to address common issues or equivalent experience;
- Skill in leading or staffing community-based coalitions
- Demonstrated oral and written communication skills and ability to work with people from diverse backgrounds and cultures;
- Demonstrated organizational and time-management skills;
- Demonstrated ability to research and write background policy papers
- Demonstrated ability to educate and interact with institutional leaders and elected officials
- Demonstrated ability to work both independently and as part of a team;
- Demonstrated ability to accomplish assigned administrative tasks with a minimum of supervision or general direction;
- Demonstrated ability to develop and implement policy initiatives;
- Intermediate computer skills using Outlook, PowerPoint, Excel and Word;

DESIRED QUALIFICATIONS:

- Masters degree or greater in public health or related field; and
- Chronic disease prevention and control work experience.
- Supervisory experience

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- WA State Drivers License, or the ability to travel by other means within King County

UNION MEMBERSHIP: Non-Union

SEQUENCE NUMBER: 80-8245-9317